



***The City of Arlington, Texas,
is seeking a **Director**
of Workforce Services***





The City of Arlington, Texas, is seeking a progressive leader in Workforce Services

THE COMMUNITY

The City of Arlington (pop. 365,438), now the seventh largest city in Texas, is seeking a results-oriented executive to serve as Workforce Services Director. Located in the Dallas/Fort Worth Metroplex, Arlington is a full-service city supported by a total budget of \$431 million and a full-time staff of 2,477.

The City offers many amenities including superior, affordable housing; one of the best school districts in the state; and the University of Texas at Arlington, with 32,000 students. Arlington is also home to General Motors, Texas Health Resources, AmeriCredit, Siemens, Lear, Aetna and Chase Bank.

The City's Entertainment District, with premiere amusement parks, the Texas Rangers Baseball Club and Cowboys Stadium, draws over 6.8 million visitors a year. Additionally, both Dallas and Fort Worth have world-class orchestras, theaters, and some of the finest museums in the world, all less than 30 minutes away. Arlington is an exciting place to live and work and offers something for everyone.

ARLINGTON STATISTICS

Founded 1876, incorporated April 21, 1884 • **Population** 365,438 (based on latest Census data) • **Land Area** approximately 100 square miles • **City of Arlington Property Tax Rate** .6480 per \$100 valuation

Median Age 30.9 years old • **Median Household Income** \$48,617

Served by Two Institutions of Higher Learning: University of Texas at Arlington, Tarrant County College Southeast Campus • **Served by Four Independent School Districts:** Arlington ISD, Kennedale ISD, Mansfield ISD, Grand Prairie ISD

Population by Race and Ethnicity*: White 59.0%, Black or African American 18.8%, American Indian and Alaska Native 0.7%, Asian 6.8%, Native Hawaiian and Other Pacific Islander 0.1%, Two or more races 3.3%, Hispanic or Latino (of any race) 27.4%, Other 11.3% *Source: 2010 Census, U.S. Census Bureau

Parks & Recreation: Park acres 4,651, Recreation Centers 5, Senior Centers 2, Tennis Courts 49, Swimming Pools 7, Miles of Park Trail 44, Basketball Courts 21, Golf Courses 4, Softball Complexes 2

Visitors to Arlington: 6.8 million

City of Arlington, Texas

The Strategic Support Group

Workforce Services focuses on recruitment/selection, training and development, organizational development, employee relations, compensation, benefits design and administration, strategic partnerships with operating departments, risk management and safety for the City. Divisions in the department include Operations, Employee Services, Organizational Development and Risk Management.

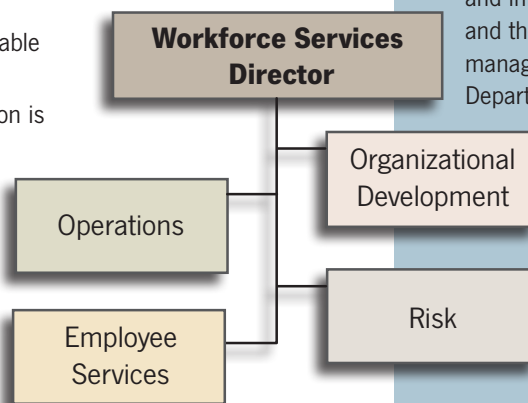
The Financial and Management Resources Department is responsible for preparing the City's Comprehensive Annual Financial Report, processing payments to City vendors, preparing City payroll, procuring goods and services, monitoring consolidated tax collection efforts, and directing the City's cash and debt portfolio management activities. It also provides support and information to assist the City Manager and the Mayor and City Council in management decision-making. The Department facilitates the development and

tracking of the citywide business plan and performance based budget. It also focuses on information content development and distribution, citywide knowledge management, and acts as a strategic partner with departments to implement special initiatives with citywide impact.

The Information Technology

(IT) Department is responsible for security; mainframe operations, mainframe application and technical support; business consulting services; Geographic Information System operation, maintenance, and development; database administration services; and Web services including administration, maintenance and development.

Judicial Authority resides in the four (4) **Municipal Courts of Record**, which are responsible for the interpretation and adjudication of Class "C" criminal misdemeanors enacted by the Texas Legislature or the Arlington City Council. Court proceedings include required appearance dockets, as well as hearing and adjudication of certain civil matters involving the City, such as property disposition hearings, nuisance abatement hearings or appeals, red light appeals, dangerous dog and animal cruelty hearings, and dangerous and substandard building hearings.



CITY GOVERNMENT

The City of Arlington operates under the Council-Manager form of government. The City has eight Council members and a Mayor. Five of the Council members are elected from geographic districts, three are elected at-large, and the Mayor is also elected at-large. The Council appoints the City Manager, City Attorney, City Auditor and Municipal Judges. Deputy City Managers and Department Directors are appointed by the City Manager. Jim Holgersson has served as City Manager since June 2005.

Arlington is consistently ranked as one of the best managed cities in the nation. To learn more about the City of Arlington, visit the City's website at www.ArlingtonTX.gov.



WORKFORCE SERVICES

Workforce Services is organized into four groups (Employee Services, Organizational Development, Operations and Risk Management) with each being overseen by a manager. The responsibilities for each area are as follows:

- **Employee Services** – Benefits, Safety, Health/Wellness
- **Organizational Development** – Compensation, Organizational Development
- **Operations** – Employee relations and consultants
- **Risk Management** – Claims

The Workforce Services Department focuses on recruitment/selection, training and development, organizational development, employee relations, compensation, benefits design and administration, risk management, and safety for the City. The mission of the department is to facilitate ongoing workforce communication of policy, practice, competencies and culture in order to establish and reinforce organizational expectations and strategically partner with the City's

operating departments assisting in the effective and timely delivery of municipal services.

The Workforce Services Department receives awards on a consistent basis. Some of its accomplishments include: 2010 Apex Award – Hub Magazine Recognizes City of Arlington for advancing healthcare innovation; 2009 United Healthcare “Well Deserved Golden Apple” Award Signifying a Lasting Commitment to Health and Wellness; 2008 United Healthcare “Well Deserved Wellness” Award; and the Employee Services Manager received the Chet Miller Leadership Award presented by Disability Management Employer Coalition (DMEC) for her role as Chair of the DMEC Programming Committee.

CURRENT ISSUES

Performance Based Budgeting

The City of Arlington has an integrated performance based budget, which links the budget with organizational performance, the City's strategic plan and community priorities. Priorities include:

- Being a city where people feel safe anywhere, all the time as well as enhancing and preserving neighborhoods.
- Regional shared services opportunities for key investments such as 911 call take and communication systems integration.
- Regional public safety cooperation also plays a big role in the successful execution of special events in Arlington's entertainment district. Such partnerships are vital as when Arlington hosted the Super Bowl in February 2011.
- Continuing efforts to enhance the diversity of Fire department staff through strategic

recruitment and employee development.

- Ensuring knowledge transfer and continuity of service through the potential baby boomer retirement wave.

FY 2011 Budget Highlights

The FY 2011 Budget funds a variety of City programs and services, including 2,477 authorized full-time positions, relocation of Fire Station #9 and implementation of the Municipal Court INCODE case management system. The budget also funds investments in economic development initiatives, infrastructure and continued investments in neighborhoods. Grant funding to expand our library partnership with AISD and MISD, enhancement of our Convention Center facility, and a quality benefits and compensation package for employees are also addressed within a balanced budget with no property tax increase.



The Cowboys and the Rangers

In FY 2011, Arlington hosted Super Bowl XLV and the World Series.



IDEAL CANDIDATE

Candidates for this position should be exceptional leaders, capable of planning and directing the services of this department and coordinating efforts with other divisions and City departments within a sophisticated fast-paced environment.

Candidates should be genuinely committed to the development of a strong customer service ethic, responsive to organizational needs, and open and honest in all internal and external relationships.

The desired candidate will be known for the use of innovative, forward thinking and creative methods in planning for workforce development. He/she must be capable of managing highly complex issues in the context of an overall management team and be action oriented, as well as open to change and innovation.

Exceptional oral/public speaking and written communication skills are needed, as the Director will be called upon to make presentations in a clear and credible manner before employee groups, citizen groups, committees, councils, media and management staff at all levels.

He/she must have the ability to build relationships, be flexible and work in a team-oriented matrix organization. In addition, a penchant for clarity, conciseness and action is needed, as well as persuasive skills to ensure that concepts are easily understood and visualized. An individual who takes an entrepreneurial approach to problem solving is preferred.

The person in this position should be assertive in presenting his/her professional opinions in a tactful and diplomatic manner. This position requires a person with a high energy level, capable of operating with significant independence and initiative, yet open to direction from City management and policy makers. He/she must have a great deal of political savvy. A hands-on approach and willingness to lead by example are required. This is a position of public trust; personal integrity and ethics must be beyond reproach.

The ideal candidate will be highly motivated to maintain current knowledge of employment law

and best practices in the public sector human resources and development field. In this same regard, he/she should be committed to an appropriate level of professional networking in human resources-related organizations.

Extensive experience in public sector human resources management and development must be evident in the background of the successful candidate.

This includes a stable history of five to seven years in progressively responsible positions within complex customer service driven organizations that provide human resources and workforce-related services to organizations with staff size and an overall operating budget similar to the City of Arlington.

At least three years of the candidate's work experience must be in a management capacity over a sizable human resources professional and paraprofessional staff. The ideal candidate's experience should include exposure to the full array of municipal human resources functions, to include recruitment and selection, compensation and benefits administration, training, organizational development, risk management and employee relations. Experience in organizations with collective bargaining would be a plus.

Education should include a minimum of a Bachelor's degree in Human Resources, Business or Public Administration, or a closely related field, with a Master's degree in Business or Public Administration preferred. Appropriate professional credentials (PHR or SPHR, CCP, etc.) are preferred but not required. A Class C Texas Operators License is required.

COMPENSATION AND BENEFITS

\$116,825 – \$129,805 plus executive benefits

Helpful links:
www.ArlingtonTX.gov
www.championarlington.com
www.arlingtontx.com
www.aisd.net www.uta.edu www.tccd.edu

APPLICATION AND SELECTION PROCESS

Interested candidates should submit cover letter, current resume and at least five work related references including contact numbers.

References will not be contacted until mutual interest has been established. Finalists will complete a thorough interview and background investigation process to include verification of all credentials, experience, pre-employment criminal background check, credit evaluation and motor vehicle review.

Applications/resumes will be accepted until May 20, 2011 or until the position is filled. EOE. Reasonable accommodations available upon request.

Submit resumes to: Ralph Andersen & Associates

5800 Stanford Ranch Road, Suite 410 Rocklin, California 95765 or email to apply@ralphandersen.com.

For additional information regarding this position please contact:

Robert Burg, Executive Vice President, Ralph Andersen & Associates
5800 Stanford Ranch Road, Suite 410, Rocklin, CA 95765
(office) 916-630-4900 (cell) 805-264-2663
robert@ralphandersen.com or access www.ralphandersen.com

